



City of Annapolis
Department of Planning & Zoning
 Historic Preservation Division
 145 Gorman Street, 3rd Floor
 Annapolis, MD 21401-2535

HistPres@annapolis.gov • 410-263-7961 • Fax 410-263-1129 7961 • TD use MD Relay or 711 • www.annapolis.gov

HPC Administrative Approval Application for Certificate of Approval

Building site address _____

Provide complete information below. Mailing addresses and telephone numbers are *required*.

Property Owner Information		Contractor's Information	
Name _____	Name _____	Name _____	Name _____
Address _____	Address _____	Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____	E-mail _____	E-mail _____

Authorizing Applicant Information		Architect/Engineer Information	
Name _____	Name _____	Name _____	Name _____
Address _____	Address _____	Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____	E-mail _____	E-mail _____

Submittal Requirements

1. Will you be applying for the City's Historic Preservation Tax Credit? Yes No
The tax credit is limited to those expenses having to do with the exterior features of a structure and the total estimate of expenses per application must exceed \$5,000. Applications must be submitted prior to start of work. Please refer to the Annapolis City Code- Section - 6.04.230 – Historic Preservation Tax Credit which is attached to this application.
2. Are there any easements or deed restrictions for the exterior of this building or the site? Yes No
 If yes, submit a letter from the easement holder stating their approval of the proposed work.
3. A site plan must be submitted if your project involves: landscaping; porches; decks; fencing; furnishings and signs.
 A site plan is not required for the replacement or repair of siding, roofs, windows and doors or miscellaneous repairs such as re-pointing.
4. Printed color photographs or digital photos of existing conditions must be submitted. Once your project is completed, photos of the completed work must be submitted within 60 days to the Historic Preservation Staff.
5. Applicant must provide cut sheets/specifications on materials and methods to be used.
 If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

6. Description of work proposed. **Please be specific and include as much information as possible in the box below.** Attach an extra sheet if more space is needed.

7. Estimated cost of improvement \$ _____

Filing Fee

Make check payable to *City of Annapolis*:

From	To	Fee
\$ 0.00	\$ 249.00	\$ 25.00
\$ 250.00	\$ 2,499.00	\$ 60.00
\$ 2,500.00	up	\$ 110.00

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they are authorized by the property owner to grant City officials the right to enter onto the property for the purpose of inspecting the work permitted.

Please note that routine maintenance that does not involve replacing more than 50 square feet of material or does not exceed \$250 of materials, whichever is least, does not require written administrative approval.

Signature of owner or authorized agent:

Owner/Applicant signature _____ Date _____

FOR HPC USE ONLY

Filing fee \$ _____ Application received _____

Date paid _____ Amendment to COA # _____